

**OFFICE OF THE CIRCUIT EXECUTIVE  
UNITED STATES COURTS, FIFTH JUDICIAL CIRCUIT**

**Position Recruitment Announcement**

**HUMAN RESOURCES/MEETING MANAGEMENT ANALYST**

**SALARY GRADE/RANGE**

CL 26 (\$41,070 - \$66,757), with promotion potential to CL 27.

**OVERVIEW**

The Office of the Circuit Executive, U.S. Courts, Fifth Circuit, invites applications for the position of Human Resources/Meeting Management Analyst. Appointed by the Circuit Executive, the incumbent reports directly to the Deputy Circuit Executive and is primarily responsible for a full range of services in three discrete areas: human resources, training, and meeting management duties. Representative duties include, but are not limited to: (1) developing and recommending personnel policies; (2) administering the employee benefits program; (3) processing personnel and payroll actions; (4) coordinating a performance management system; (5) preparing statistical and leave reports; (6) maintaining personnel records; (7) recruiting applicants for employment; (8) conducting organizational, operational, and fiscal analysis studies; (9) organizing and administering employee training programs; (10) planning and coordinating all facets of small meetings, dinners, receptions, and training events; and (11) providing staff support for a large annual conference. The position is located in New Orleans, Louisiana.

**REQUIREMENTS AND QUALIFICATIONS**

The position requires a bachelor's degree in human resources, management, meeting management, or similar field, and a minimum of three years of related professional experience. For those already employed in the federal system, a minimum of one year experience at the Classification Level 25 (GS-9) is necessary.

The successful candidate will possess:

- Effective written communication and proofreading skills to produce logical and concise written work products as well as to review and correct original correspondence.
- Excellent interpersonal skills, including articulate speech, tact, and diplomacy and the ability to work cooperatively with others in a team environment.
- The ability to organize multiple tasks, work under pressure, and meet deadlines.
- Skill in administrative matters, such as file maintenance, record keeping, and preparation of reports.
- A command of automated human resources, word processing, spreadsheet, email, and database programs and systems.
- Meticulous attention to detail, strict adherence to procedural requirements, and the utmost judgment, discretion, and confidentiality.

- Ability to collect, organize, and interpret data.

## **APPLICATION PROCEDURE**

Qualified applicants must submit a cover letter, resume, and salary history to:

Donna B. Dusang  
Office of the Circuit Executive  
U.S. Courts, Fifth Circuit  
600 Camp Street, Room 300  
New Orleans, Louisiana 70130

or via e-mail (WordPerfect, Word, or .pdf) to: [vacancy@ca5.uscourts.gov](mailto:vacancy@ca5.uscourts.gov)

Deadline to apply is February 27, 2009.

## **INFORMATION FOR APPLICANTS**

Only qualified applicants who submit complete applications will be considered for this position. Applicants must be United States citizens or eligible to work in the United States.

The court provides reasonable accommodations to applicants with disabilities.

Funding is not available to support interviewee travel or relocation expenses.

The selected applicant must provide educational transcripts and may undergo a technical skills evaluation. A background investigation, including fingerprint and records check, will be conducted as a condition of employment.

The court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, fill the position(s) sooner than the closing date, or to extend the closing date, any of which actions may occur without any prior written or other notice.

### ***The Fifth Circuit is an Equal Opportunity Employer***

## **BENEFITS**

Employees of the U.S. Court of Appeals, Fifth Judicial Circuit are not included in the government's civil service classification. They are, however, entitled to similar benefits as other federal employees. These include:

- 13 days paid annual leave per year for the first three years of service
- 20 days paid annual leave per year after three years of service
- 26 days paid annual leave per year after 15 years of service
- 13 days paid sick leave accrued per year
- 10 paid holidays per year, plus Mardi Gras day
- Choice of medical, dental, and vision insurance coverage from a wide variety of plans
- Life, long-term disability, and long-term care insurance options
- Participation in the Federal Employees Retirement System
- Participation in the Thrift Savings Plan (similar to 401k, with matching \$)
- Pre-tax Flexible Spending Accounts (medical and dependent care)

- Direct deposit of federal wages
- Transit/Parking subsidy (subject to the availability of funds)